

Message

From: Easley, Jackie [Easley.Jackie@epa.gov]
Sent: 5/8/2018 9:00:08 PM
CC: Portillos, Christine [Portillos.Christine@epa.gov]
Subject: UPDATE: FY18 ECEJ Travel Funding Labels
Attachments: TRAVEL PURPOSE CODES.pdf; FY18 - Instructions for Completing Your Travel Form-UPDATE.pdf

UPDATED TRAVEL FUNDING INFORMATION!!

Attached is an update to the travel authorization form instructions. Please make sure to review the instructions and provide the correct accounting label on the request or your trip preparations could be delayed. This update takes affect immediately, if you have submitted a TA request before today, I will make adjustments for you.

It's really simple! Pick the correct purpose code (see definitions) and then match it to the accounting label:

- **If you are going on a Superfund general or Oil related trip and have used purpose codes E, S, 2-5 go to number 4 or 5 below. Otherwise:**
 1. **If you selected Purpose code "E" or "S", type the following label:**
 - **18 R8 ENF COMP MONITORING**
 - **Compliance monitoring definition attached**
 2. **If you selected Purpose code "2 – 5", type the following label:**
 - **18 R8 ENF CIVIL ENF**
 - **Civil enforcement definition attached**
 3. **If you selected Purpose code "1", type the following label:**
 - **18 R8 ENF SF SITE and the site specific code (8 digits)**
 - **If you are charging to more than one site, list all the codes with a percentage on charging**
 - **Remember that your will need to make sure your PPL matches your travel**
 4. **If your travel is superfund related but NOT site specific, type the following label:**
 - **18 R8 ENF SF General**
 5. **If you are traveling on Oil specific trips, type the following label:**
 - **18 R8 ENF OIL**
 6. **If your trip is not compliance monitoring or civil enforcement related, type the following label:**
 - **18 R8 ENF EPM GENERAL**

If you have any questions or need additional information, please give me a call. Thanks! JRE

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